State Contracting 101

How Michigan Businesses Become State Contractors

State Contracting Offices

Who?	What?
DMB Purchasing Operations	Commodities, Services and IT > $25,000 Implements state purchasing policy
DMB Facilities Administration	Buildings and Land, Leases
Individual State Departments	Goods and Services < $25,000 Direct Human Services
Michigan State Industries (MSI)	Commodities and services to support prison industries ≤ $1,000,000
Michigan Department of Transportation (MDOT)	Road and Bridge Maintenance and Construction

State Departments

- Agriculture
- Attorney General
- Civil Rights
- Civil Service
- Community Health
- Corrections
- Education
- Environmental Quality
- History, Arts & Libraries
- Human Services
- Information Technology
- Energy, Labor & Economic Growth
- Management & Budget
- Military & Veterans Affairs
- Natural Resources
- Secretary of State
- State Police
- Transportation
- Treasury

Purchasing Operations

- 1,100 Contracts
- $22.967 Billion

3 Buying Divisions27 Buyers

- Commodities
- Services
  - Professional Services
  - Maintenance Repair Operations (MRO)
- Information Technology (IT)

Commodities

- Alarm Equipment
- Building Equipment
- Clothing
- Copiers
- Energy
- Food
- Furniture
- Highway Supplies
- HVAC
- Kitchen Equipment
- Laundry Equipment
- Media Equipment
- Michigan State Industries (MSI)
- Office Equipment
- Paint
- Pharmaceuticals
- Printing Equipment & Services
- Prisoner Stores
- Radio Equipment
- Road Salt
- Vehicles
- Waste Water Treatment

Services

Professional

- Advertising
- Banking/Financial
- Consulting
- Equipment Maintenance
- Health Care
- Insurance
- Marketing
- Program Development

MRO

- Alarm Monitoring
- Elevator Maintenance
- Janitorial Services
- Lawn Care
- Medical Waste Disposal
- Rubbish Removal
- Snow Removal
- Window Cleaning
- Uniform Rentals

Information Technology

- IT Consulting
- Licensing
- Maintenance
- Software
- Staff Augmentation
- Telecommunications

(Cell Phones, Towers, Infrastructure)

Facilities Administration

- Design & Construction
  - Average 275 Contracts Annually
  - Averaging $100 Million Annually
  - Projected Future Contracts available online **www.michigan.gov/BuyMichiganFirst**

- Real Estate
  - 576 Leases
  - 6.4 Million Sq Ft
  - $105.7 Million Annual Rent
  - Register to receive e-mail notifications ***www.state.mi.us/dmb/lessor/lessors.asp.***

Steps For Interested Vendors

Step One: **Register Online**

www.michigan.gov/BuyMichiganFirst

- Help Desk Available (888) 734-9749

www.Bid4Michigan.com

- Bid Net / Bid Notification System

- Help Desk Available (800) 677-1997

Step Two: **Prepare and Research**

- Complete Contract List

- “Vendor Visit Tuesday”

For Appointment Call (517-373-0300)

- Freedom of Information Act (FOIA)

Contract	Links To Contracts	Agency	Team	Initials	Name	Description	Amount	Expiration Date
071B5200106	Open Contract	Department of Management and Budget	COMM	JMS	OCE NORTH AMERICA INC	(2) FLASH FUSION PRINTERS - DMB	$612,000.00	10/1/2009
071B1001139	Open Contract	Department of Human Services	IT	JMK	INTEGRIS, INC.	01002/CONTRACT-DATA WAREHOUSE CONSULTANT	$22,208,135.00	10/1/2009
071B5200330	Open Contract	Department of Management and Budget	COMM	JMS	XEROX CORPORATION	LEASE/PURCHASE AND MAINTENANCE OF TWO DIGITAL	$662,689.20	6/30/2010
071B5200272	Open Contract	Department of Management and Budget	COMM	JMS	XEROX CORPORATION	LEASE/PURCHASE OF MICR PRINTING SYSTEM	$215,772.60	9/15/2010

Freedom of Information Act Requests

- Public information
- The form is available online: **www.michigan.gov/BuyMichiganFirst**
- The completed form can be emailed, faxed or mailed.
- Response to FOIA request is within 5 to 10 business days.

Freedom of Information Act Requests (FOIA)

- How much will it cost?
  - Charges are totaled for labor, duplication and mailing.

- What if I just want to review the information in your offices?
  - We will accommodate your request, and we will charge you for the labor of the employee who acts as monitor.

- How do you send the information I've requested?
  - We send items via email or United States Postal Service Priority Mail.

Most Frequently Requested Doc's

- Contract Documents
- Administrative Board bid tabulation
- Joint Evaluation Committee Synopsis
- Existing contract
- Winning proposal (Price and Technical Proposals)

Freedom of Information Act (FOIA)
DMB-Purchasing Operations Request Form

This form should be used for requests for Purchasing Operations documents only.

DATE OF REQUEST:	DMB BUYER (if known):

DOCUMENT IDENTIFICATION		
INVITATION TO BID (ITB) #	CONTRACT #	PURCHASE ORDER #
071I	071B	
PROJECT DESCRIPTION:		

SEE DOCUMENT DEFINITIONS (PAGE 2) FOR EXPLANATIONS OF THE ITEM (S) REQUESTED

REQUESTED ITEMS (TAB TO BOX AND MOUSE CLICK IN THE BOX FOR THOSE ITEMS YOU REQUIRE)

- ☐ The awarded bidder price and technical proposal
  - ☐ Pricing only
  - ☐ Technical only
- ☐ Specific bidder price and technical proposal (insert the bidder(s) name in 'Bidder(s) Name' space below)
  - ☐ Pricing only
  - ☐ Technical only
  - ☐ Bidder(s) Name: **insert bidder name(s)**

OTHER ITEMS (TAB TO BOX AND MOUSE CLICK IN THE BOX FOR THOSE ITEMS YOU REQUIRE)

- ☐ Copy of contract and change orders
- ☐ Evaluation synopsis
- ☐ Administrative Board bid tabulation
- ☐ Remarks:

These options may allow for a quicker and less costly response than hard copy. Check if you prefer and can accept. (Provided only if available.) ☐ Electronic (e-mail) copies preferred. ☐ CD copies preferred.	

REQUESTOR INFORMATION (Required except for fax number and email address)

Name of Requestor	Company Name
Mailing Address (Street address required)	Phone: Fax: Email Address:

Instructions: Download and complete the above form with all information that pertains to your request. Your request can be submitted via email to DMB-PurchFOIA@michigan.gov; by fax to FOIA Coordinator 517/335-0046; or by mail to FOIA Coordinator, DMB Acquisition Services, 2nd Floor, Mason Building, P.O. Box 30026, Lansing, MI 48909. For further information, contact Mike Bliss at 517/335-6544 or at the email address noted above.

For Purchasing Operations Office Use Only

Receipt Date:_____ Response Due Date:_____ Extension Due Date:_____ Invoice Total $_____

Steps For Interested Vendors

Step Three: **Find Opportunities**

- www.Bid4Michigan.com
- Projected Future Contracts
- Other Agency Bid Request

Step Four: **Bid**

- Attend Pre-Bid Meeting
- Ask Questions

Step Five: **Debrief**

Bid Opportunities - Open Solicitations

Listed below are solicitations that are still open on this bid system. In order to view more information, you must be a registered vendor. To register, click on the "Proceed to Registration" button below. **Click here to view "Closed Solicitations"** or click on the button at the bottom of the page.

1-22 of 22 results

«1»

Document Titles	Bid Status Info	Prequalification	Deadline
Comprehensive Health Care Program	View Details		05/21/2009
Ergonomic and General Office Seating - Statewide and MiDEAL	View Details		05/18/2009
MDCH Facility Pharmacy System	View Details		05/15/2009
Tailoring Program Services	View Details	✔	05/12/2009
Power Conversion Units	View Details		05/12/2009
Statewide Education & Awareness Campaign for CAN Mandated Reporters	View Details		05/12/2009
Actuary Services for Michigan Education Trust	View Details		05/11/2009
Remote Automated Weather Station (RAWS)	View Details		05/06/2009
Printing of Official Transportation Maps	View Details		05/05/2009
Calibration Irradiator with Training and Installation	View Details		05/05/2009
Pre-Registration of Energy Service Companies	View Details		05/01/2009

Projected Future Contracts
March 2009

Agy	Seq	PD	Project Name	Facility Name	Facility City	Designer	Phone Number
071	02160	JNS	Asbestos Cleanup, Disposal and Window Replacement	Richard H. Austin Bldg.	Lansing	Materials Testing Consultants, Inc.	(616) 456-5469
			Water Laboratory Exhaust Air Modifications		Lansing	Century A & E Corporation	(616) 456-5227
071	04255	DCS	Fume hood Duct Sampling and Analysis	DMB/North Complex Joint Lab	Grand Rapids	Materials Testing Consultants, Inc.	(616) 456-5469
071	05081	RAN	De-Aerator Tank and Piping Removal and Installation	DMB/Energy Center	Dimondale	Fishbeck, Thompson, Carr & Huber, Inc.	(616) 575-3824
071	05268	JNS	Switchgear & Motor Control Center Replacements	Austin, VanWagoner & Williams Bldgs.	Lansing	Orion Engineering Company, Inc.	(517) 782-7777
071	05295	RAN	Upgrade Heating, Ventilating and Air Conditioning Control System	DMB/Secretary of State Office Building	Dimondale	Byce & Associates	(269) 381-6170
071	08079	RWG	Allegan Plaza - Repair Water Leaks	Allegan Plaza	Lansing	Beckett & Raeder, Inc.	(734) 663-2622
071	08085	FAR	Clean and Tuckpoint Building Exterior	DMB/Grand Rapids State Office Building	Grand Rapids	M.C. Smith Associates & Architectural Group, Inc.	(616) 451-3346
071	08090	SJU	Fireproofing Pull Off Testing	Lottery Building	Lansing	Soils and Materials Engineers, Inc.	(734) 454-9900
071	08097	JAN	Warehouse Upgrades	MDOT	Dimondale	Soils and Materials Engineers, Inc.	(734) 454-9900

Special Programs: MiDEAL

- MiDEAL = Michigan Delivering Extended Agreements Locally
- Voluntary program that allows local units of government to buy off of State contracts
  - Townships
  - Cities & Villages
  - Counties
  - Road Commissions
  - Non-profit Hospitals
  - Colleges
  - Universities
  - School Districts

- Typical contract = 1 vendor + 1 client
- MiDEAL contract = 1 vendor + 2,661 clients

Michigan Business Resources

- Michigan Business One Stop
  http://www.michigan.gov/business

- Organizational Resources
  - Procurement Technical Assistance Centers (PTAC)
  - Small Business & Technology Development Centers (SBTDC)
  - CEED / Michigan Women's Business Council
  - Michigan Minority Business Development Council (MMBDC)
  - Small Business Administration (SBA)

- Connect with State Agencies
  - Michigan Department of Transportation
  - Michigan Department of Civil Rights
  - Michigan Department of Agriculture
  - Michigan Economic Development Corporation

Contact Information

Buy Michigan First	Rebecca Nevai, Coordinator Phone: 517-373-8530 Email: DMB-Outreach@michgan.gov
Supplier Diversity	Tammi Hart, Coordinator Phone: 517-335-4770 Email: hartt3@michigan.gov
DMB Real Estate	Mike Van Setters Phone: 517/335-6877 Email: DMB-RealEstate@michigan.gov
DMB Facilities Administration	Patrick Mullen Phone: 517-373-0967 Email: BuildMichigan@michigan.gov
Business owned by Disabled or Service Disabled Persons	Doug Spade: 517-335-7819 Mike Clement : 517-335-6219

Contact Information

Michigan Economic Development Corporation (MEDC)	General Information Phone: 517-373-9808 Website: MEDCservices@michigan.org
Small Business Association (SBA)	Michigan District Office Phone: 313- 226-6075 Website: www.sba.gov
Procurement Technical Assistance Centers Of Michigan (PTAC)	Regional PTAC Phone: 734-362-3477 Website: www.michigantac.org
Michigan Small Business & Technology Development Centers (SBTDC)	State Headquarters Phone: 616.331.7480 Website: www.sbtdc.org

Contact Information

Michigan Department of Transportation (MDOT)	Ann Williams Phone: 248- 967-0570 ext 211 http://www.michigan.gov/mdot
Michigan State Industries (MSI)	Nancy Taylor - Williams Phone: 517- 241-5952 **http://www.michigan.gov/msi**